

Community Donation Program Information and Guidelines



Please ensure that you have read these conditions and guidelines and the Alexandrina Council 'Community Donation Policy' prior to completing the application form to ensure eligibility.

The Alexandrina Council encourages and assists a wide range of organisations and events that provide support to the Alexandrina community. An amount of public money is budgeted each financial year to undertake this support. This assistance may be either financial, in-kind (Council services, fee waiver, Council equipment or goods) or a mixture of both.

All applications received will be assessed for eligibility against the Council's criteria before being forwarded to the Mayor and the elected Ward Councillor/s of the particular Ward which will benefit from the donation, to gain their support. If support is gained, and it is financial, the payment will be deposited by Electronic Funds Transfer (EFT) to the nominated bank account. For all in-kind support, this will be confirmed by correspondence.

If support is not gained by the Ward Councillor/s and/or the Mayor, but still meets the eligibility criteria, the request for donation will be listed on the following Council Meeting Agenda. The discussion and decision will then be made by all Elected Members present. Approved financial donations will be deposited by Electronic Funds Transfer (EFT) to the nominated bank account and in-kind donations will be confirmed by correspondence.

Applications to the Donations Program are limited to charity, community groups and not for profit organisations. Business entities and individuals are not eligible. Ineligible applications received will be recorded by the Councils records management system, but not presented for consideration. All requests must be made using an Alexandrina Council *Community Donation Program application form* to be eligible for consideration. All approved applicants will be notified.

If a presentation or attendance by the Mayor, Elected Member, Chief Executive or staff member at an activity/event is sought, please contact the Mayor's Executive Assistant on 8555 7000 at least 6 weeks prior to the event to allow for scheduling.

Eligibility Criteria

Eligible organisations should meet the following criteria:

- Be located within the Alexandrina Council Area
- Be a not-for-profit, charitable or similar community organisation
- Applications will only be processed if the *Community Donation Program application form* is completed and the organisation/group is deemed eligible.

The following applications are likely to be considered as not eligible:

- Incomplete applications
- For recurrent funding, including operating expenses, staff wages, rent or insurance
- For organisations perceived to have sufficient financial ability to self-fund, unless proof to the contrary can be supplied
- Applicants who have previously applied during the current financial year
- received from business entities or individuals
- received during or after the event/activity has occurred
- received from applicants that are perceived to gain some commercial benefit from the donation.

Conditions

- Applications will only be accepted on the Alexandrina Council *Community Donation Program application form*.

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- Only one application will usually be accepted from any one group/organisation in any one financial year.
- In the event of a cancellation of the event, the applicant must notify Council as soon as is practical and the financial or in-kind donation received must be returned to Council.
- Following the event, any unexpended funds or unused goods must be returned to the Alexandrina Council as soon as is practical.

For further information please contact the Manager, Governance & Strategy on 8555 7000 or email to alex@alexandrina.sa.gov.au.